

~~CONFIDENTIAL~~

~~SECRET~~

SUMMARY OF PROCEEDINGS

GROUP MEETING NO. 1/55

DD/I TRAINING LIAISON OFFICERS

Tuesday
18 Jan 55

ATTENDANCE:



25X1

JOB NO. BOX NO. FLD NO. DOC. NO. 4 NO CHANGE
IN CLASS/ DECLASSIFIED TO: IS S SECRET JUST. 22
NEXT REV DATE 29 REVIEWER 023/1 TYPE DOC. Q3
NO. PGS 5 CONT. - CANCELLED N. 01/1 ORG CLASS S
REV CLASS C REV COORD. AUTH: HR 70-3

1. Language Proficiency Testing

Representatives from the Language and External Training School reported that Language Proficiency Testing is the program which the Office of Training (OTR) developed to meet a Technical Services Staff requirement: namely, how to select suitable persons for assignments which require use of a foreign language.

To date twenty tests have been administered to 131 individuals, and the results thereof are valuable in several ways:

- a) Supervisors are assisted in assigning qualified people to various positions.
- b) Training Officers may determine how much more training is needed to bring persons up to a desired degree of proficiency.
- c) Language and External Training School advisors are able to place students who are beyond the beginner's stage into classes appropriate for their level of proficiency.

Each examination consists of three phases: reading, writing, and speaking. Applicants are free to elect any or all of these parts. The written examination is divided into sub-sections for speed reading, vocabulary, comprehension, grammar, and composition.

~~SECRET~~ ~~CONFIDENTIAL~~

~~SECRET~~

The numerical score earned by the applicants places them in one of five categories: slight competence, elementary level, intermediate level, advanced non-native, and educated native.

The evaluation report for this program is being formalized at this time; and, comment and suggestions from interested persons are invited. Also, the school is preparing for early dissemination a letter of instruction on the procedure for enrollment in language courses.

It was proposed and agreed that:

- a) Language training announcements should indicate whether a course in question is offered internally or externally.
- b) Where possible, the announcement should state the starting date, class hours, the number of laboratory hours, and the name of the instructor.
- c) When because of holidays or other reason a class is cancelled and students excused, the home offices should be so advised. Training reports should reflect excused absence from laboratory study.

In conclusion, it was emphasized that the proficiency test should not be confused with the aptitude test, which predicts learning, or the achievement test, which examines how much has been learned in a given interval.

2. Progress Report on the Junior Career Development Program

25X1 [] Chief/Junior Officer Trainee Division (JOTD), reported on the status of the fifteen applicants for the Junior Career Development program. All of the applicants were given EOD and general information tests; and on the basis of the results, it was decided that eight of them should undergo assessment. Half of this number were eliminated and the remaining four were interviewed by a committee composed of the Director of Training (DTR) and Assistant Director for Personnel (AD/Per). Of the original fifteen, two of the candidates were finally selected, both from the Office of DD/K.

Although the range is flexible, the program usually is for a 24-month period. Assessment takes into consideration an individual's lack of supervisory experience; and, when feasible, such experience is introduced during the program.

One of the main deterrents to obtaining persons of high potential is that the various offices are loath to part with these individuals. Furthermore, married men with families are not easily persuaded to exchange good career prospects for the less immediate benefits of the development program.

~~S-E-C-R-E-T~~

Administration of the Junior Career Development program has been transferred from JOT Division to AD/Pers, but DTR will continue his role in the selection of candidates.

In regard to the JOT program, [] stated that there were [] trainees, [] of whom were attached to the Agency, the remainder on military duty.

Normally, proved personnel having a minimum of three years of service with the Agency are channeled into the JCD program, whereas the majority of JOT's are selected externally.

While there has been a heavy reduction in the number of JOT recruiters, the growth of the university consultant program is expected to balance the difference. Internal nominations are welcome provided the individual has a letter of availability.

3. How to Contact Assessment and Evaluation Staff for Various Purposes

[] Chief/Assessment and Evaluation Staff (A&E), reported that the Testing and Evaluation Branch, Office of Personnel, has been consolidated with the A&E Staff of OTR. In the future, all scheduling of tests should be effected through [] Later, a telephone number will be designated for all calls pertaining to the interpretation of test results. Information on clerical personnel can be obtained from []

Requests for prognosis (i.e., as in cases where a clerical employee lacking college education is under consideration for professional assignment) also should be referred to [] Thus alerted, the testing personnel will identify the individual, separate his papers from others during the pre-testing program, and score them promptly. Early advice can then be given on the individual's probability of success.

Supervisors may obtain information on an employee through conference with a member of the A&E Staff, but written reports will not be sent out except after a full assessment, and then may be retained for only fourteen days.

4. Department of Defense Schools and Colleges

[] reported that in addition to those who volunteer to apply, beginning this year the Office of DD/I will designate candidates it deems particularly qualified for the service colleges.

-3-

~~S-E-C-R-E-T~~

~~S-E-C-R-E-T~~

It was pointed out that DD/I personnel with families were reluctant to apply for Department of Defense schools outside the Washington area since the pay and allowances for attendance at such schools do not always equalize the differential in moving families out of Washington and back. OTR advised that the Agency must conform to the pay and allowance status which is in effect in the Defense Department. It was pointed out, however, that the pay status selected in any individual case, i.e., TDY or PCS, would take into account the total cost to the Agency and the family status of the candidate. While the pay and allowance factor is not totally flexible, OTR urged that in most instances acceptable arrangements could be worked out on an individual basis and that this should not be a deterrent to candidates that might otherwise apply for such training.

5. Planning of Training Requirements for the Next Year

The various offices were asked to help close the gap between the statement of requirements and the actual requirements levied upon OTR. The requirements, due 15 March, will be submitted by the various offices through the Office of DD/I. They should be expressed as a) straight language, b) straight area, c) combined language and area, or d) external training in other fields. It was suggested that a semi-annual revision of figures would produce a more accurate budget.

To assist the preparation of requirements, the chart "Time Requirement for Foreign Language Achievement" together with the Catalog of Courses containing course objectives and their duration should be consulted. A total of fifty-nine languages is now offered internally, and it is hoped to increase this number in the near future.

6. Basic Area Program

Officers present were informed of two OTR area programs. The first is a Basic Country Survey (60-80 hours) to cover geographic, sociological, and political aspects; foreign policy; and national security problems. The second program is an Americans Abroad Course dealing with customs and environmental factors. Should these courses become part of the minimum training standards, and reaction to date has been favorable, the program will become mandatory for all persons going overseas.

7. Career Development Action

[redacted] was introduced as the new Registrar, OTR. To further her career development, [redacted] was rotated to an assignment with DD/P.

~~S-E-C-R-E-T~~

25X1

25X1

~~CONFIDENTIAL~~

~~SECRET~~

8. New Manual on Collection

Publication date for this OTR manual is now scheduled for sometime in February. Although it is primarily a training instrument, the publication may have utility as a desk manual and copies will be distributed to appropriate DD/I offices.

9. Correlation between Career Development and Training Planning

Since at the November meeting the Training Liaison Officers decided to postpone discussion of career development until they could review plans of other Agency components, it was agreed that [redacted] [redacted], should be invited to explain at the February meeting the system which his office has devised and which has been approved as a basis for operation within DD/A.

25X1

10. "Country Fair"

It was requested that the "Country Fair" exhibit in Basic Orientation be scheduled less frequently than once a month as it requires the services of many needed personnel. [redacted] of the Visual Aids Section, OTR, may be consulted for assistance with the displays.

25X1

~~SECRET~~

~~CONFIDENTIAL~~